



get in & get on

Forest Heath & St Edmundsbury councils



West Suffolk
working together

APPRENTICESHIP OPPORTUNITY

Building Control Technical Admin Apprentice

Could this be the start of your career journey?

West Suffolk partnership is offering the following exciting opportunity to work within a small dynamic team supporting them deliver an excellent building control service to current and new customers. This apprenticeship pathway will give you the hands on experience, knowledge and confidence to lead you into your chosen career and give you the chance to fully realise your potential.

Earn and learn – you will earn whilst you learn £125.80 per week in year one and increase to the national minimum wage for your age in year two (£257.15 per week if you are over 21 years) PLUS a discount scheme of money off , cash back and other offers on high street stores, mobile phones, half price cinema tickets and lots more.

Career progression – We have a great success rate of our apprentices moving into permanent jobs with lots of career prospects and an increased salary starting at around £15000 per year. In the last 18 months, approximately 80 % of apprentices have stayed with us starting new careers, moving into roles with clear career pathways.

The role - working in a busy, fast pace office environment you will be supporting the Building Control team in providing an effective and efficient administration service. This will include (but is not limited to) administrative support, customer enquiries, photocopying, scanning, printing, updating customer data and providing support with marketing the service. You will be required to provide a consistent administrative base within the office and the work will mainly be computer based, however the role offers huge variety so no two days will be the same.

Whilst working you will complete an NVQ Level 2/3 in Business Administration for which you will be given paid study time to complete; this is linked to the national apprenticeship scheme. You will have the opportunity to gain valuable work experience while learning and developing new skills.

You don't need any work experience, but you will need common sense, a willingness to learn, good communication skills, enjoy meeting new people and GCSE's in Maths and English. You must also meet the requirements to be eligible for an apprenticeship. The job is temporary for 18 months.

For further details please contact Rob Fysh, Principal Building Control Manager on 01284 757379 or rob.fysh@westsuffolk.gov.uk

To find out more about our apprenticeships please visit our dedicated apprenticeship website, at www.westsuffolk.gov.uk/apprentices, which has video stories of current

and past apprentices together with advice and guidance for future apprentices and parents.

We are working in partnership with West Suffolk College. To apply please go to www.westsuffolkcollege.ac.uk/apprenticeships and click on current vacancies.

Closing date: Monday 30 January 2017